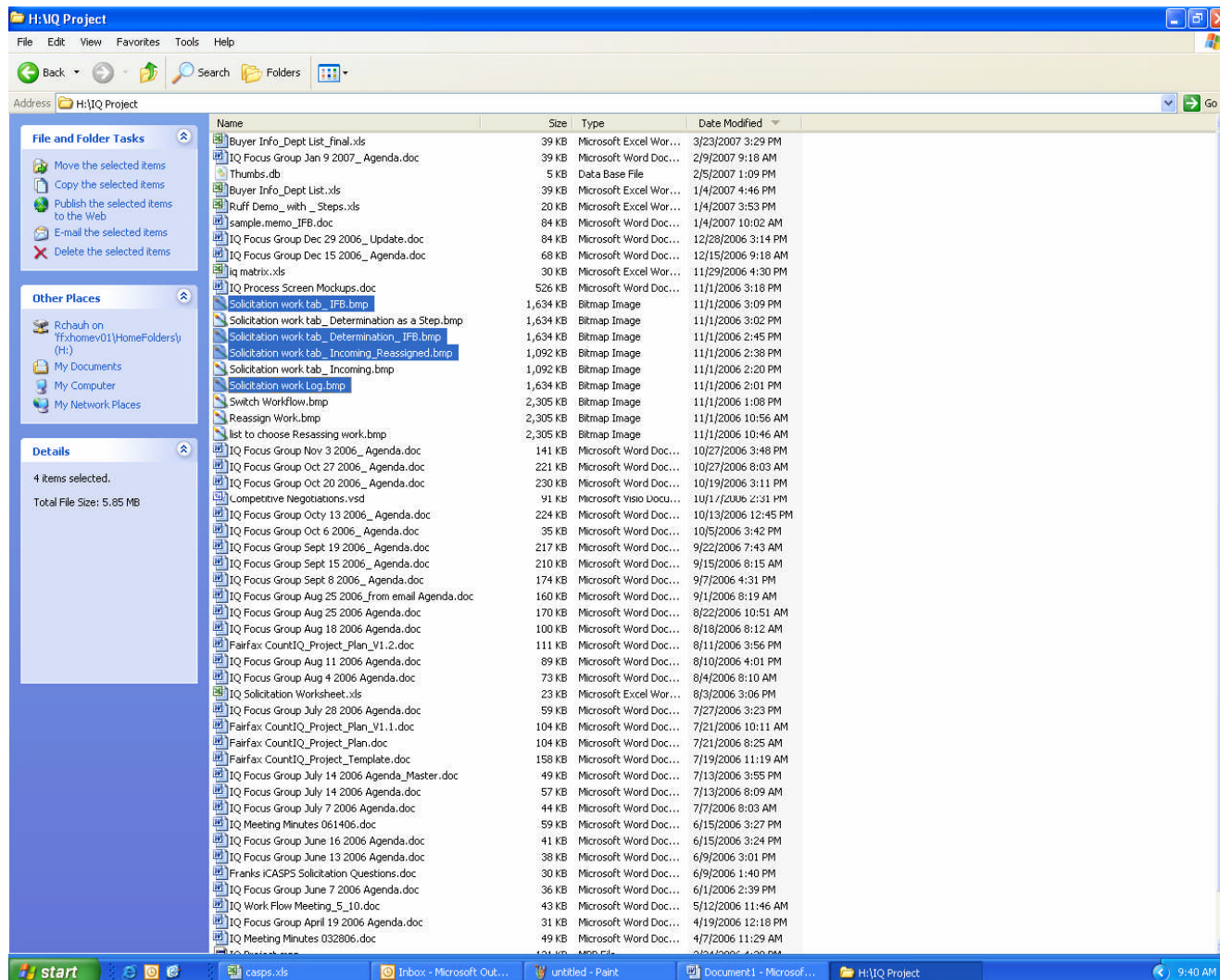


HOW TO ZIP A SINGLE LARGE FILE OR MULTIPLE FILES INTO ONE COMPRESSED FILE

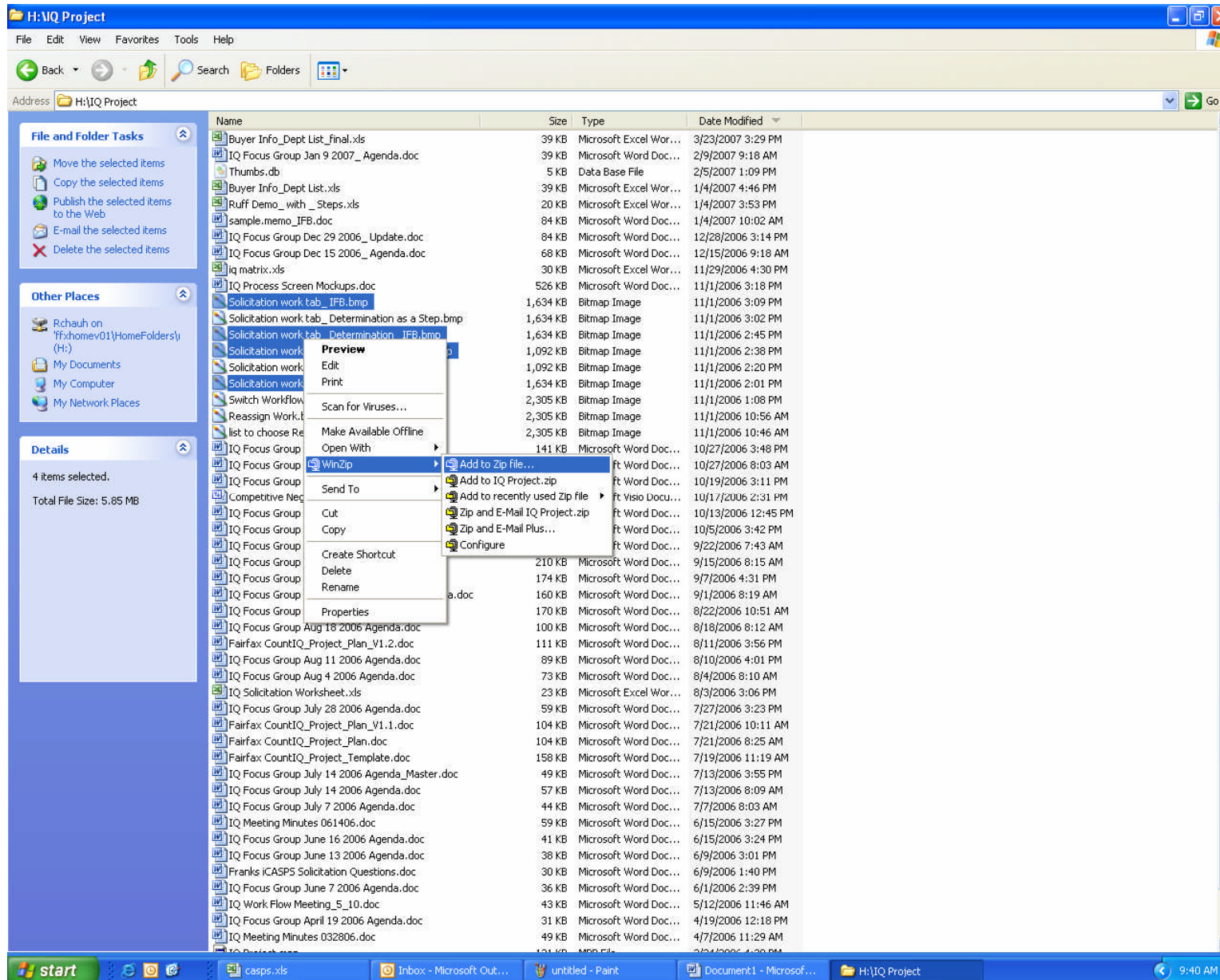
Introduction:

The zip process allows multiple files or a single large file to be compressed into a smaller size file. This makes the file easier to copy to a CD, removable drive or email where size may be a restriction.

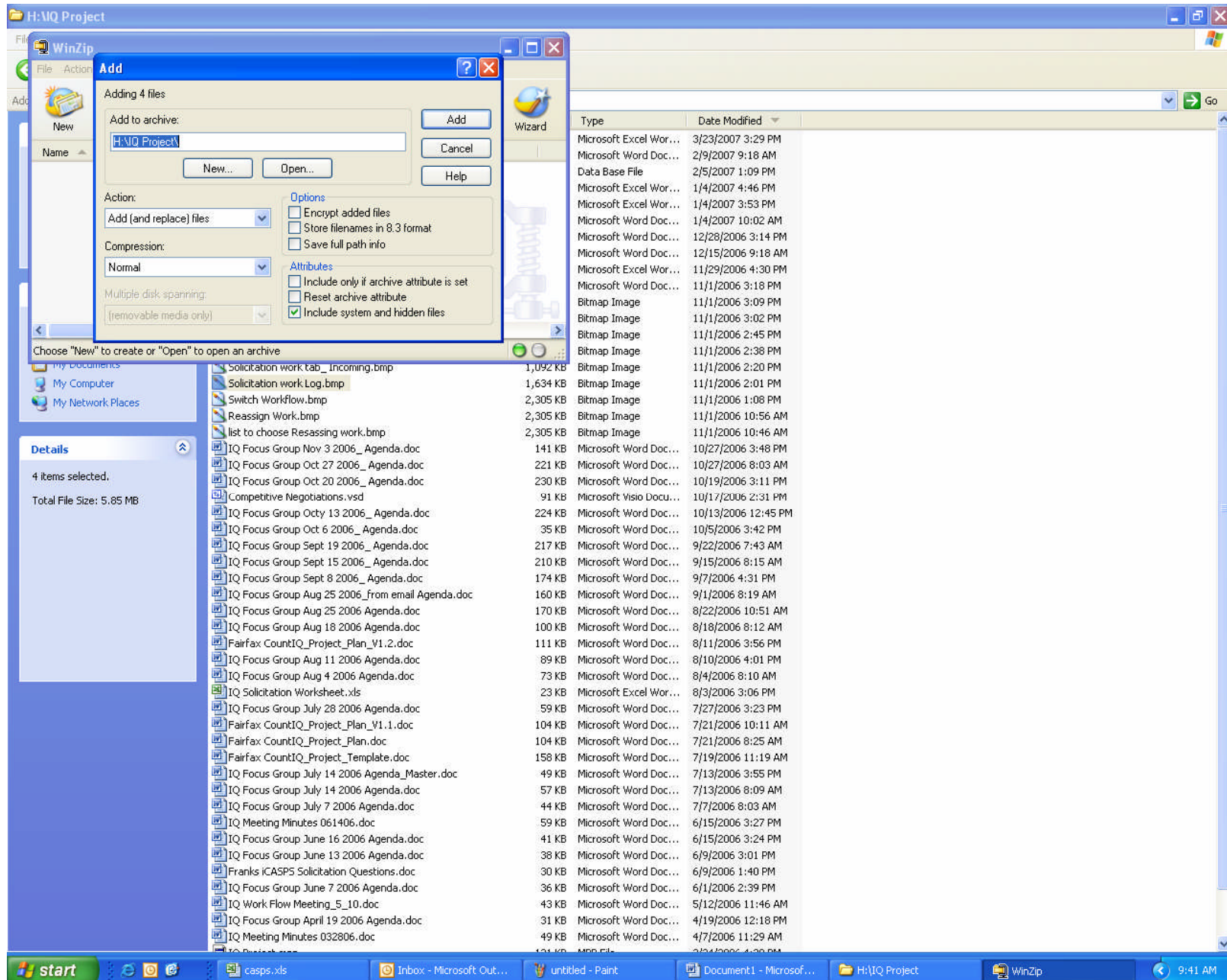
In order to zip multiple files or a single large file, go to the directory where the file resides on your PC. Single click on the first file and press and hold the **Ctrl** key while you single click any additional files.



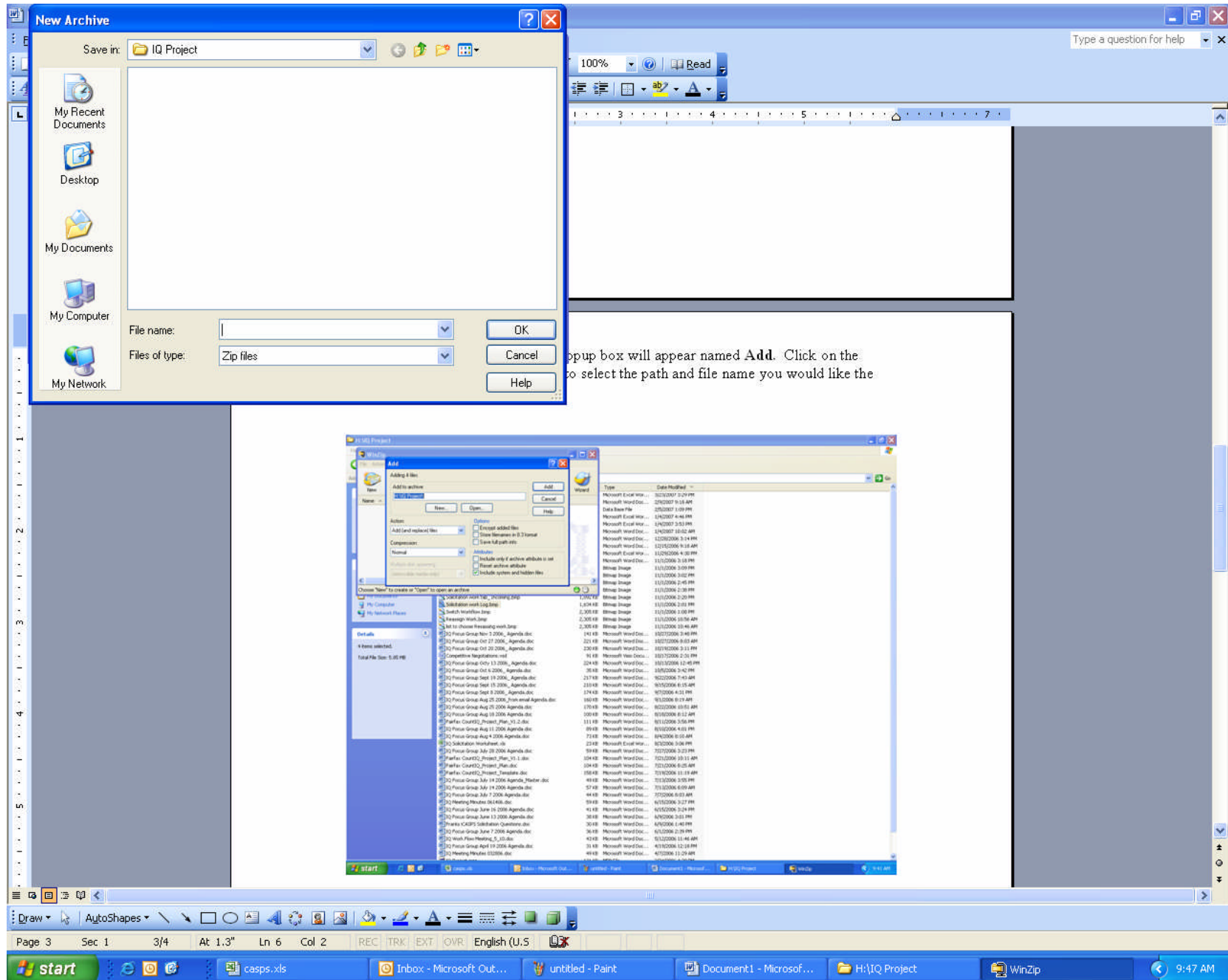
Once you are done selecting the files which need to be zipped, right click on one of the highlight files. When a popup menu appears, select **WinZip**. Another popup menu will appear. Select **Add to Zip file**. Note: you can also select the **Zip and Email** option which opens an Outlook Message Box.



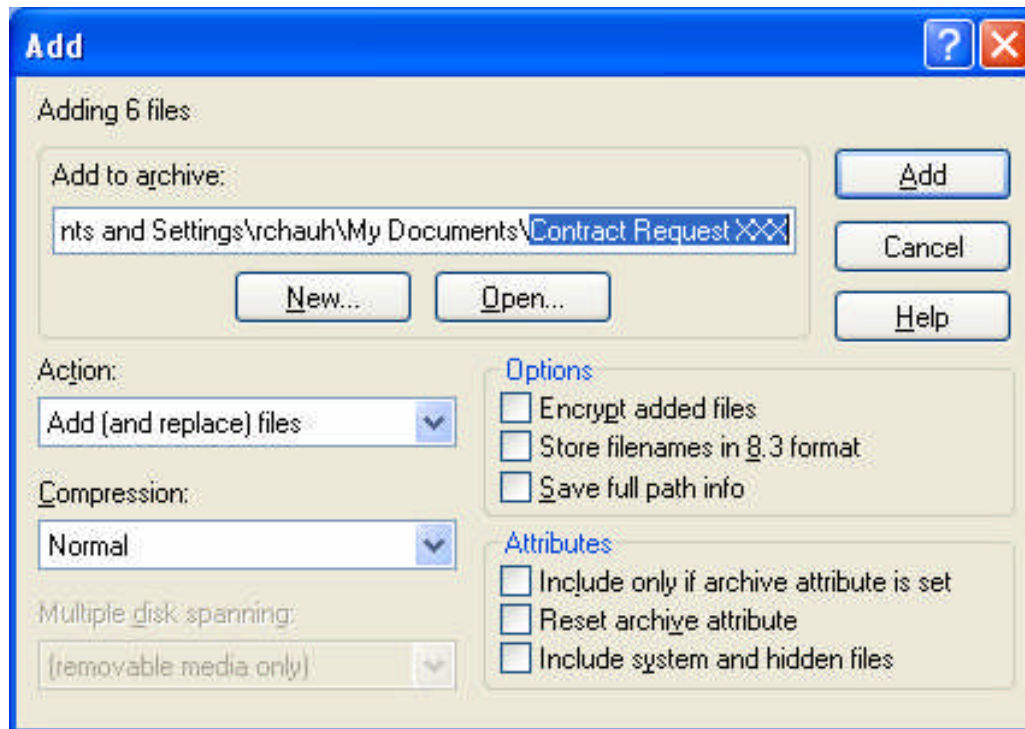
Once **Add to Zip file** is selected a popup window will appear. You have two options
Option 1: The **New...** button will allow you to select the path and file name you would like the zipped file to reside.



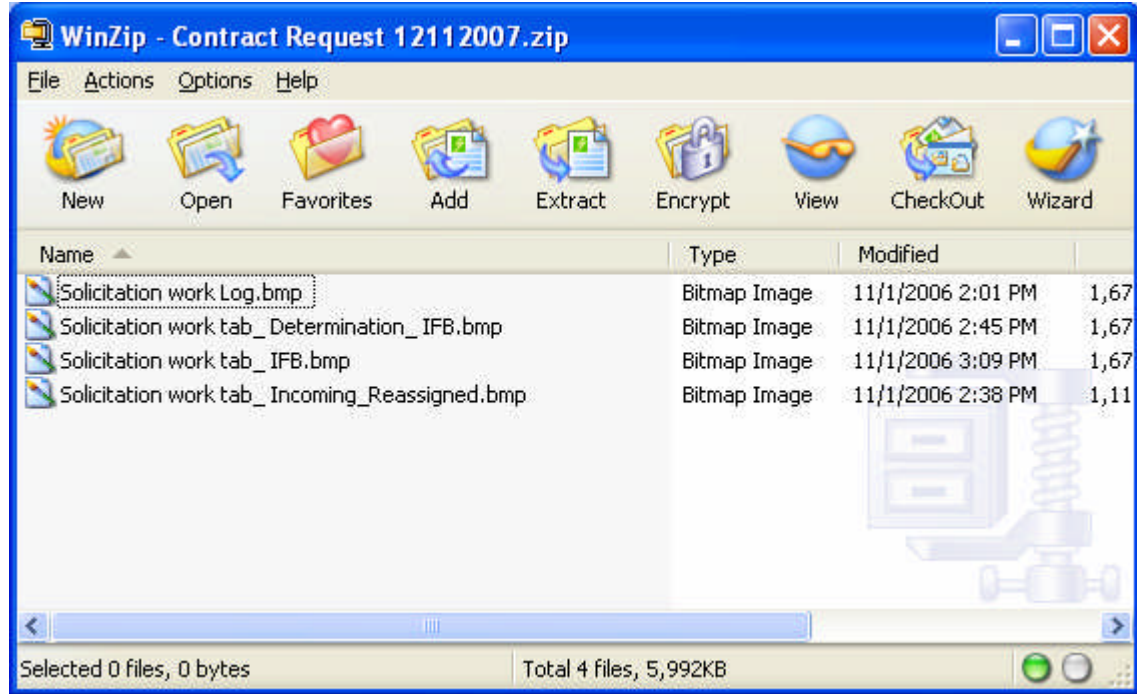
Once you click on the **New** button, the **New Archive** popup window will appear, allowing you to navigate to the correct folder the zip file should be saved in and enter the file name you want the zip file to be named. Note: the default is folder where the selected files were located.



Option 2: From the popup Window instead of clicking New.. you can type in the file name at the end of the path name displayed if you want to save the zipped file in the same folder displayed. Once you have typed the file name, click the **Add** button.



You will see the WinZip file with all the documents you originally selected. Click the Red X at the top right hand corner to close this file.



You will now see you original folder where you made you file selection. Click on the Date Modified column twice. You should be able to see the WinZip file you just created at the top of the list. Notice the file size is only a fraction of what the original files added up would have been.

The screenshot shows a Windows XP file explorer window titled 'H:\IQ Project'. The window has a menu bar (File, Edit, View, Favorites, Tools, Help) and a toolbar with buttons for Back, Forward, Up, Search, Folders, and a view icon. The address bar shows 'H:\IQ Project'. On the left, there are three panels: 'File and Folder Tasks' (Move, Copy, Publish, E-mail, Delete), 'Other Places' (Recent, My Documents, My Computer, My Network Places), and 'Details' (4 items selected, Total File Size: 5.85 MB). The main pane displays a list of files with columns for Name, Size, Type, and Date Modified. The 'Date Modified' column is selected, and the list is sorted by date in descending order. The top of the list shows a 'Contract Request 12112007.zip' file, which is the WinZip file mentioned in the text. Below it are various other files including 'Buyer Info_Dept List_final.xls', 'IQ Focus Group Jan 9 2007_Agenda.doc', 'Thumbs.db', 'Buyer Info_Dept List.xls', 'Ruff Demo_with _Steps.xls', 'sample.memo_IFB.doc', 'IQ Focus Group Dec 29 2006_Update.doc', 'IQ Focus Group Dec 15 2006_Agenda.doc', 'iq matrix.xls', 'IQ Process Screen Mockups.doc', 'Solicitation work tab_IFB.bmp', 'Solicitation work tab_Determination as a Step.bmp', 'Solicitation work tab_Determination_IFB.bmp', 'Solicitation work tab_Incoming_Reassigned.bmp', 'Solicitation work tab_Incoming.bmp', 'Solicitation work Log.bmp', 'Switch Workflow.bmp', 'Reassign Work.bmp', 'list to choose Resassing work.bmp', and many 'IQ Focus Group' and 'Fairfax CountIQ' agenda and project files.

Name	Size	Type	Date Modified
Contract Request 12112007.zip	133 KB	WinZip File	12/11/2007 9:57 AM
Buyer Info_Dept List_final.xls	39 KB	Microsoft Excel Wor...	3/23/2007 3:29 PM
IQ Focus Group Jan 9 2007_Agenda.doc	39 KB	Microsoft Word Doc...	2/9/2007 9:18 AM
Thumbs.db	5 KB	Data Base File	2/5/2007 1:09 PM
Buyer Info_Dept List.xls	39 KB	Microsoft Excel Wor...	1/4/2007 4:46 PM
Ruff Demo_with _Steps.xls	20 KB	Microsoft Excel Wor...	1/4/2007 3:53 PM
sample.memo_IFB.doc	84 KB	Microsoft Word Doc...	1/4/2007 10:02 AM
IQ Focus Group Dec 29 2006_Update.doc	84 KB	Microsoft Word Doc...	12/28/2006 3:14 PM
IQ Focus Group Dec 15 2006_Agenda.doc	68 KB	Microsoft Word Doc...	12/15/2006 9:18 AM
iq matrix.xls	30 KB	Microsoft Excel Wor...	11/29/2006 4:30 PM
IQ Process Screen Mockups.doc	526 KB	Microsoft Word Doc...	11/1/2006 3:18 PM
Solicitation work tab_IFB.bmp	1,634 KB	Bitmap Image	11/1/2006 3:09 PM
Solicitation work tab_Determination as a Step.bmp	1,634 KB	Bitmap Image	11/1/2006 3:02 PM
Solicitation work tab_Determination_IFB.bmp	1,634 KB	Bitmap Image	11/1/2006 2:45 PM
Solicitation work tab_Incoming_Reassigned.bmp	1,092 KB	Bitmap Image	11/1/2006 2:38 PM
Solicitation work tab_Incoming.bmp	1,092 KB	Bitmap Image	11/1/2006 2:20 PM
Solicitation work Log.bmp	1,634 KB	Bitmap Image	11/1/2006 2:01 PM
Switch Workflow.bmp	2,305 KB	Bitmap Image	11/1/2006 1:08 PM
Reassign Work.bmp	2,305 KB	Bitmap Image	11/1/2006 10:56 AM
list to choose Resassing work.bmp	2,305 KB	Bitmap Image	11/1/2006 10:46 AM
IQ Focus Group Nov 3 2006_Agenda.doc	141 KB	Microsoft Word Doc...	10/27/2006 3:48 PM
IQ Focus Group Oct 27 2006_Agenda.doc	221 KB	Microsoft Word Doc...	10/27/2006 8:03 AM
IQ Focus Group Oct 20 2006_Agenda.doc	230 KB	Microsoft Word Doc...	10/19/2006 3:11 PM
Competitive Negotiations.vsd	91 KB	Microsoft Visio Docu...	10/17/2006 2:31 PM
IQ Focus Group Octy 13 2006_Agenda.doc	224 KB	Microsoft Word Doc...	10/13/2006 12:45 PM
IQ Focus Group Oct 6 2006_Agenda.doc	35 KB	Microsoft Word Doc...	10/5/2006 3:42 PM
IQ Focus Group Sept 19 2006_Agenda.doc	217 KB	Microsoft Word Doc...	9/22/2006 7:43 AM
IQ Focus Group Sept 15 2006_Agenda.doc	210 KB	Microsoft Word Doc...	9/15/2006 8:15 AM
IQ Focus Group Sept 8 2006_Agenda.doc	174 KB	Microsoft Word Doc...	9/7/2006 4:31 PM
IQ Focus Group Aug 25 2006_from email Agenda.doc	160 KB	Microsoft Word Doc...	9/1/2006 8:19 AM
IQ Focus Group Aug 25 2006 Agenda.doc	170 KB	Microsoft Word Doc...	8/22/2006 10:51 AM
IQ Focus Group Aug 18 2006 Agenda.doc	100 KB	Microsoft Word Doc...	8/18/2006 8:12 AM
Fairfax CountIQ_Project_Plan_V1.2.doc	111 KB	Microsoft Word Doc...	8/11/2006 3:56 PM
IQ Focus Group Aug 11 2006 Agenda.doc	89 KB	Microsoft Word Doc...	8/10/2006 4:01 PM
IQ Focus Group Aug 4 2006 Agenda.doc	73 KB	Microsoft Word Doc...	8/4/2006 8:10 AM
IQ Solicitation Worksheet.xls	23 KB	Microsoft Excel Wor...	8/3/2006 3:06 PM
IQ Focus Group July 28 2006 Agenda.doc	59 KB	Microsoft Word Doc...	7/27/2006 3:23 PM
Fairfax CountIQ_Project_Plan_V1.1.doc	104 KB	Microsoft Word Doc...	7/21/2006 10:11 AM
Fairfax CountIQ_Project_Plan.doc	104 KB	Microsoft Word Doc...	7/21/2006 8:25 AM
Fairfax CountIQ_Project_Template.doc	158 KB	Microsoft Word Doc...	7/19/2006 11:19 AM
IQ Focus Group July 14 2006 Agenda_Master.doc	49 KB	Microsoft Word Doc...	7/13/2006 3:55 PM
IQ Focus Group July 14 2006 Agenda.doc	57 KB	Microsoft Word Doc...	7/13/2006 8:09 AM
IQ Focus Group July 7 2006 Agenda.doc	44 KB	Microsoft Word Doc...	7/7/2006 8:03 AM
IQ Meeting Minutes 061406.doc	59 KB	Microsoft Word Doc...	6/15/2006 3:27 PM
IQ Focus Group June 16 2006 Agenda.doc	41 KB	Microsoft Word Doc...	6/15/2006 3:24 PM
IQ Focus Group June 13 2006 Agenda.doc	38 KB	Microsoft Word Doc...	6/9/2006 3:01 PM
Franks iCASP5 Solicitation Questions.doc	30 KB	Microsoft Word Doc...	6/9/2006 1:40 PM
IQ Focus Group June 7 2006 Agenda.doc	36 KB	Microsoft Word Doc...	6/1/2006 2:39 PM
IQ Work Flow Meeting_5_10.doc	43 KB	Microsoft Word Doc...	5/12/2006 11:46 AM
IQ Focus Group April 19 2006 Agenda.doc	31 KB	Microsoft Word Doc...	4/19/2006 12:18 PM